

INSTRUCTIONS FOR AFFIDAVIT OF DIRECT PAYMENTS

The custodial parent/obligee for a child support case should complete the **Affidavit of Direct Payments** form when he or she has received support payments directly from the non-custodial parent/obligor on their case.

Completing and sending the **Affidavit of Direct Payments** helps the Division of Child Support Enforcement (DCSE) keep accurate balances of money owed to the custodial parent/obligee.

On the second page of the **Affidavit of Direct Payments** form, the custodial parent/obligee must enter the amount of support payments that were received directly from the non-custodial parent/obligor, in the month and year received.

This form must be signed in front of a notary public by the custodial parent/obligee and the non-custodial parent/obligor.

The **Affidavit of Direct Payments** is a sworn statement by the custodial parent/obligee that the form was completed voluntarily, and that the amounts entered on the form are accurate.

Warning!! It is extremely important that you do not report payments that were made to you through the Clearinghouse or the Clerk of the Court on this affidavit. Doing so could result in crediting the same payment twice. If you have any doubts, you may want to obtain a copy of the official pay history in your case prior to completing this affidavit.



ARIZONA DEPARTMENT OF ECONOMIC SECURITY
DIVISION OF CHILD SUPPORT ENFORCEMENT
(602) 252-4045 P.O.BOX 40458 PHOENIX, ARIZONA 85067

Janet Napolitano
Governor

Tracy L. Wareing
Director

ATLAS Case Number _____

COURT Case Number _____

CP Name _____

NCP Name _____

AFFIDAVIT OF DIRECT PAYMENTS

My name is _____ and I am the Obligee in ATLAS Case Number
Obligee's Name
_____, and in Court Case Number. _____ filed in the Superior

Court of _____ County, _____. Pursuant to the child support order
County *State*
entered in my case,

_____ is obligated to pay child support to me.
Obligor's Name

I am completing this Affidavit of Direct Payments voluntarily, and not under duress or as a result of any coercion or threats made by anyone. I also understand that once this Affidavit is signed, notarized and delivered to the Division of Child Support Enforcement (DCSE), it is IRREVOCABLE and I cannot change my mind.

I understand that DCSE and its agents do not represent me in this matter and that I can consult an attorney before executing this Affidavit of Direct Payments and that I have had the opportunity to consult an attorney before signing this Affidavit.

I, _____ hereby swear or affirm that the attached record correctly reflects payments
Obligee's Name
made directly to me by the Obligor, and **NOT THROUGH THE CLEARINGHOUSE**. I hereby give the Obligor
credit for direct child support payments in the **total amount of \$** _____

for the time period _____ through _____.
Date -month/day/year *Date -month/day/year*

Signature of Obligee

Affirmed before me on:

Deputy Clerk of Court or Notary Public

My Commission Expires/Seal:

Signature of Obligor

Affirmed before me on:

Deputy Clerk of Court or Notary Public

My Commission Expires/Seal:

DIRECT PAYMENTS MADE BY YEAR:

YEAR _____

January	_____
February	_____
March	_____
April	_____
May	_____
June	_____
July	_____
August	_____
September	_____
October	_____
November	_____
December	_____
TOTAL	_____

YEAR _____

January	_____
February	_____
March	_____
April	_____
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July	_____
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September	_____
October	_____
November	_____
December	_____
TOTAL	_____

YEAR _____

January	_____
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October	_____
November	_____
December	_____
TOTAL	_____

YEAR _____

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TOTAL	_____

YEAR _____

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TOTAL	_____

YEAR _____

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TOTAL	_____

YEAR _____

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TOTAL	_____

YEAR _____

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TOTAL	_____

YEAR _____

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TOTAL	_____

YEAR _____

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TOTAL	_____

YEAR _____

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December	_____
TOTAL	_____

YEAR _____

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November	_____
December	_____
TOTAL	_____